

UMCOR CLEANING KIT ASSEMBLY & SHIPPING INSTRUCTIONS

(Kit approximate cost: \$75 per bucket)

Cleaning Kit Materials

- One five-gallon round bucket with re-sealable lid (14.35" h x 12.19" w x 12.19" d)
 - ◇ No screw lids
 - ◇ May be used, but must be free from all residual product
 - ◇ Advertisements on the outside acceptable
- One 32-64 oz. bottle liquid laundry detergent
- One 16-40 oz. bottle liquid concentrate household cleaner
 - ◇ No spray cleaners
- One 16-34 oz. bottle liquid dish soap
- One 4-8 oz. pump spray air freshener (liquid, not gel)
- One 6-14 oz. pump spray insect repellent (pack of 10-20 wipes also acceptable)
 - ◇ Pump spray bottles must have protective covers
- One scrub brush (With or without handle)
- 18 re-useable cleaning wipes
 - ◇ No terrycloth, microfiber, or paper towels
 - ◇ Remove from packaging
- Five scouring pads
 - ◇ No stainless-steel pads or pads with soap in them
 - ◇ Remove from packaging
- 36-50 clothespins
- One 50-100 ft. clothesline (cotton or plastic line)
- 24 roll of heavy-duty trash bags (33-45-gallon sizes) -
 - ◇ Remove from packaging
- Five N95 particulate respirator dust masks (1-3 mm thickness)
 - ◇ No surgical masks
- Two pairs kitchen gloves
 - ◇ Durable for multiple uses
 - ◇ Remove from packaging
- One pair work gloves—Cotton with leather palm or all leather

Assembly Directions

- Place all liquid items on the bottom of the bucket.
- Place remaining items in the bucket fitting them around and between the liquid items.
- Scouring pads and trash bags can be separated in order to fit all items in the bucket.
- Clothespins may also be placed in a small resealable bag.
- Secure the lid on the filled bucket.

Important Notes

- All items must be new with the exception of the bucket and lid which may be recycled but must be clean and free of debris.
- All cleaning agents must be in liquid form. No powders are accepted.
- If items have been omitted, label bucket. Please indicate which items are missing.
- Sponges have been removed from the list of supplies due to the challenge of locating the non-cellulose sponges that prevent mildew. Non-cellulose sponges will be added to each bucket upon arrival at the affiliate warehouse.
- Do not include any personal notes, money, or additional material in the kits.
- Contents of kits or the containers of kits should not be imprinted with cartoon characters, advertisements, religious, patriotic, military or camouflage symbols.

Packing & Shipping Instructions

- Packed buckets cannot exceed 70 pounds.
- Complete two packing lists, one for your records, and one for the shipping box.
- Place the label/packing list on the outside of each box.
- Please send a check to the Sager Brown Depot for the total number of buckets times \$3.00 per bucket for the cost of sponges and shipping. One check should be written for the entire donation. On the memo line, indicate that the funds are a donation to cover costs associated with relief supply kits.